

Approving An Authorization





Logoff

Official Travel

Official Travel - Others

Traveler Setu

Administrative

Welcome ERIC APPROVER50

Organization: GTARCTTRAINING

Org Access:

Group Access: GTARCTTRAINI

Permission: 0,2

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

| Document Name | Current Status | Departure Date | Type |
|---------------------|----------------|----------------|------|
| No documents found. | | | |

Message Center

WELCOME TO GOVTRIP

You are now logged on as the approving official. To approve a document, the approving official will simply click the *Documents Awaiting Your Approval* link.

Documents in Routing

Following is a list of documents that are awaiting approval for additional tasks.

This screen will have any document that is awaiting the approving official. (You will approve the Atlanta Auth now). Simply click *Review*.

| Review | Sort by Type | Sort by Document | Sorted by Awaiting Status | Days Left | Sort by Dep Date | Sort by Traveler | Total Cost | Net to Trav | Adv Requested | Max Adv Allowed |
|--------------------------|--------------|--------------------------|---------------------------|-----------|------------------|-------------------|------------|-------------|---------------|-----------------|
| > review | AUTH | CTATLANTAGA091905_A01 | APPROVED | | 09/19/05 | TRAVELER50, CHRIS | \$1,307.22 | \$1,307.22 | \$0.00 | \$0.00 |
| > review | LVCH | CT120405_L01 | APPROVED | | 04/12/05 | TRAVELER50, CHRIS | \$75.46 | \$75.46 | \$0.00 | \$0.00 |
| > review | LVCH | CT090505_L01 | APPROVED | | 05/09/05 | TRAVELER50, CHRIS | \$176.99 | \$176.99 | \$0.00 | \$0.00 |
| > review | LVCH | CT250505_L01 | APPROVED | | 05/25/05 | TRAVELER50, CHRIS | \$88.65 | \$88.65 | \$0.00 | \$0.00 |
| > review | LVCH | CT010605_L01 | APPROVED | | 06/01/05 | TRAVELER50, CHRIS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| > review | VCH | CTSANDIEGOC060605_V01 | APPROVED | | 06/06/05 | TRAVELER50, CHRIS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| > review | VCH | CTATLANTAGA060605_V01-04 | APPROVED | | 06/06/05 | TRAVELER50, CHRIS | \$1,005.97 | \$1,005.97 | \$0.00 | \$0.00 |
| > review | VCH | CTSANFRANCISCO061305_V01 | APPROVED | | 06/13/05 | TRAVELER50, CHRIS | \$743.90 | \$743.90 | \$0.00 | \$0.00 |
| > review | VCH | CTDENVERCO062005_V01 | APPROVED | | 06/20/05 | TRAVELER50, CHRIS | \$675.19 | \$675.19 | \$0.00 | \$0.00 |
| > review | VCH | CTMIAMIFL062705_V01 | APPROVED | | 06/27/05 | TRAVELER50, CHRIS | \$944.93 | \$944.93 | \$0.00 | \$0.00 |

Note: All these documents are waiting to be stamped approved.

Preview Trip

Review the details for this trip below. When you have finished, click the "Next" button to proceed to the next page.

The approving official will be taken through the preview page.

Overall Starting Point Time Zone: EST (06)

| | | | |
|------------|-------------|---------------------|--|
| Itinerary: | Leave From: | RES: WASHINGTON, DC | Comments to the Approving Official: |
| | Leave: | 19-Sep-05 | |

Location 1 - ATLANTA,GA Time Zone: EST (06)

| | | |
|------------|---------------|---------------------|
| Itinerary: | Leave From: | RES: WASHINGTON, DC |
| | TDY Location: | ATLANTA,GA |
| | Arrive: | 19-Sep-05 |
| | Leave: | 23-Sep-05 |

| | | | |
|-------------|---|--|--------------------------------------|
| Air Travel: | Carrier: | Delta Air Lines Inc. (DL) | Comments to the Travel Agent: |
| | Flight: | 320 | |
| | Fare: | \$209.30 | |
| | Airport Passenger facility charge included in ticket price. | | |
| | Depart: | DCA-Washington, Dc (Usa) (National Apt) | |
| | | 19-Sep-05 9:05AM | |
| | Arrive: | ATL-Atlanta, Ga (Usa) (Hartsfield Int'L. | |
| | | 19-Sep-05 10:54AM | |
| | Method of Reimbursement: | GOVCC | |

| | | | |
|-------------|---|-----------------------|--------------------------------------|
| Air Travel: | Carrier: | Airtran Airlines (FL) | Comments to the Travel Agent: |
| | Flight: | 1790 | |
| | Fare: | \$137.67 | |
| | Airport Passenger facility charge included in ticket price. | | |

Mileage:

| No. | Expense Type | Date | Cost | Method of Reimbursement | Miles |
|---------------|--------------|----------|---------|-------------------------|-------|
| 1. | POV | 09/19/05 | \$40.50 | TRAVELER | 100 |
| Total: | | | \$40.50 | | |

Per Diem Entitlements**Lodge / M&IE:**

| Start Date | End Date | Total Lodge | Total M&IE |
|-------------------------------|----------|-------------|------------|
| View 09/19/05 | 09/23/05 | \$452.00 | \$184.50 |

[View Receipts](#)**Accounting Summary****Accounting Code:** 05 1100000 MGMT

COM. CARR.-I: \$346.97

LOCAL TRANS: \$40.00

LODGING: \$452.00

M&IE: \$184.50

MILEAGE: \$40.50

OTHER: \$72.00

RENT CAR GAS: \$35.00

RENTAL CAR: \$120.00

TAV EXP -I: \$16.25

05 1100000 MGMT \$1,307.22

Sub Total:

Calculated Trip Cost: \$1,307.22

Once at the bottom, the approving official can click *Proceed To Pre-Audit*

Advances Summary

No Advances Requested.

[Proceed To Pre-Audit](#)

Pre-Audit Trip

Below are any items that were "flagged" for this trip.

2 Items have been Flagged in this Trip

| | | | |
|----|-----------------------|--|---|
| 1. | Reason Flagged | Item Description | Justification to Approving Official |
| | → NON-CONTRACT FARE | → NON-CONTRACT FARE USED FOR SEGMENT 3 | (C3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comprable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG and similar fares. |
| 2. | Reason Flagged | Item Description | Justification to Approving Official |
| | → NON-CONTRACT FARE | → NON-CONTRACT FARE USED FOR SEGMENT 2 | (C3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comprable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG and similar fares. |

Proceed To Digital Signature

The approving official will review the justifications given for any audit fails.
Then click *Proceed To Digital Signature*



Document List

Document Details

Route/Sign

Adjustments

Setup

Print

Preview

Pre-Audit

Other Auths.

Digital Signature

Digital Signature

Click below to stamp and submit this tr

Document Action

*Submit this document as:

APPROVED

Additional Remarks:

Submit Completed Document

The stamp will default to APPROVED. If needed, the approving official can change this stamp to CANCELLED to cancel the auth or RETURNED to return the document to the document preparer

Click *Submit Completed Document*.

Proceed to the following page:

Documents in Routing

Continue



Confirmation

You are Stamping this document APPROVED.

By accepting you are legally signing this document.

Accept

Cancel

Click Accept.



Stamp Process

I have reviewed the planned trip and have deemed the trip necessary in the interest of the Government and therefore authorize the obligation of funds.

Cancel

Save and Continue

Click Save and Continue



Stamping Result

Document Name: CTATLANTAGA091905_A01

Document Type: AUTH

SSN: ****2250

Desired Stamping Action: APPROVED

Actual Stamping Status: PASS - Document was stamped APPROVED.

Close

This is a stamping results screen.
Click *Close*.

[Document List](#) [Document Details](#) [Route/Sign](#) [Adjustments](#) [Setup](#) [Print](#)[Documents in Routing](#) [Complete Documents](#)

You are now back at the *Documents In Routing* list. To view any documents approved in the past by this approving official, you can look in the *Completed Documents*.

Documents in Routing

Following is a list of documents to review for additional tasks.

| Review | Sort by Type | Sort by Document | Sort by Awaiting Status | Days Left | Sort by Dep Date | Sort by Traveler | Total Cost | Net to Trav | Adv Requested | Max Adv Allowed |
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| review | LVCH | CT010605_L01 | APPROVED | | 06/01/05 | TRAVELER50, CHRIS | \$192.83 | \$192.83 | \$0.00 | \$0.00 |
| review | VCH | CTATLANTAGA060605_V01-04 | APPROVED | | 06/06/05 | TRAVELER50, CHRIS | \$1,005.97 | \$1,005.97 | \$0.00 | \$0.00 |
| review | VCH | CTSANDIEGOCA060605_V01 | APPROVED | | 06/06/05 | TRAVELER50, CHRIS | \$1,293.43 | \$1,293.43 | \$0.00 | \$0.00 |
| review | VCH | CTSANFRANCISCO61305_V01 | APPROVED | | 06/13/05 | TRAVELER50, CHRIS | \$743.90 | \$743.90 | \$0.00 | \$0.00 |

[Document List](#)[Document Details](#)[Route/Sign](#)[Adjustments](#)[Setup](#)[Print](#)[Documents in Routing](#)[Complete Documents](#)

Complete Documents

Following is a list of documents that were routed to you for review and signature. Select a document to review and use the navigation bar at the top for additional tasks.

| Review | Sort by Type | Sort by Document | Sorted by Awaiting Status | Days Left | Sort by Dep Date | Sort by Traveler | Total Cost | Net to Trav | Adv Requested | Max Adv Allowed |
|------------------------|------------------------------|----------------------------------|---|-----------|----------------------------------|----------------------------------|------------|-------------|---------------|-----------------|
| review | AUTH | CTCOLUMBUSOH052005_A01 | **COMPLETE** | | 05/20/05 | TRAVELER50, CHRIS | \$175.75 | \$175.75 | \$0.00 | \$0.00 |
| review | AUTH | CTATLANTAGA091905_A01 | **COMPLETE** | | 09/19/05 | TRAVELER50, CHRIS | \$1,307.22 | \$1,307.22 | \$0.00 | \$0.00 |
| review | VCH | CTATLANTAGA060605_V01-03 | **COMPLETE** | | 06/06/05 | TRAVELER50, CHRIS | \$955.97 | \$955.97 | \$0.00 | \$0.00 |

Now you can see the authorization that was just approved.